

# pRide

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## State of Rhode Island and Providence Plantations EXECUTIVE CHAMBER, PROVIDENCE



Edward D. DiPrete  
Governor



### Greetings:

This month I kicked off a multi-faceted, far-reaching campaign against substance abuse with the warning slogan, "Drugs. We've been pushed too far."

I also announced the establishment of a Cabinet-level position, a Drug Program Director, to oversee a united Rhode Island effort in education, treatment, and enforcement to combat substance abuse on all fronts. I named Bob Rice, a successful business, communications, and community leader, as the first director.

In addition, I released copies of a "White Paper" research-and-analysis report documenting the severity of the drug problem in Rhode Island. I also announced a full-scale working conference on substance abuse to be held on November 13. The keynote speaker will be Judge Reggie Walton, Deputy Director to William J. Bennett, President Bush's Drug Czar.

On the national scene, President Bush has unveiled his \$7.8 billion anti-drug strategy, urging a crackdown on drug users and summoning all Americans to join the war on drug abuse.

What has precipitated this all-out war to rid society of the drug menace?

- 37 million Americans used an illegal drug in 1987; 23 million used illicit drugs monthly; 6 million used cocaine.
- 30,000 people were admitted to emergency rooms with drug-related problems in 1986, 10,000 from cocaine.
- 10 to 15 percent of all highway fatalities involve drugs.
- 1 in every 10 worker's productivity is impaired by substance abuse.
- 100 billion dollars annually is the cost to the economy for drug use.
- illegal drug use is prevalent in the workplace, endangering fellow workers, public safety, company morale, and national security.

The attitude of Americans toward drugs has changed dramatically. Society's passive acceptance of drugs a decade ago has become a vehement rejection of drug use today. Crime and violence, attributable to extended drug use, have become major concerns of communities across the country.

In 1988, Congress passed the Drug-Free Workplace Act, which governs companies and organizations, as well as state and local governments, awarded federal grants or contracts of \$25,000 or more. The State of Rhode Island complies with the Act by publishing a policy prohibiting the use, manufacture, distribution, dispensing, or possession of controlled substances in the workplace. In addition, the Act requires that employees attend a drug awareness program and learn of resources for drug counseling and rehabilitation.

I am heartened by the courage of many state employees who have been rehabilitated by voluntarily seeking help from the Rhode Island Employee Assistance Program. During the past year, 74 percent of referrals to that agency were self referrals. Of 218 total referrals, 23 percent were for chemical dependency.

I am gratified that the majority of state employees have approved of our drug-free workplace efforts and have unhesitatingly complied with our policy. With the war on drugs intensifying on the federal and state levels, it is important that our state policy be continuously updated and that resources be maintained at optimum level. Thus, I have directed Bob Rice to work diligently with others to refine and coordinate state efforts to combat drugs and to develop a statewide strategy plan by December 15.

In the coming months, let us commit ourselves to victory in the war against drugs. With your help and your personal involvement, we can — we must — achieve a drug-free workplace in Rhode Island and in America.

Sincerely,

Edward D. DiPrete  
Governor



## LOCAL IPMA TO HOLD FIRST GENERAL MEETING

The Rhode Island Chapter of the International Personnel Management Association (IPMA) will hold its first general membership meeting at a special luncheon on Wednesday, November 29, 1989.

Guest speaker at the noon meeting will be Barbara Van Sciver, Vice President Professional Services, Right Associates, an international management consulting firm specializing in outplacement, career development, and management development. Her topic will be "Assessing Your Management Style and How It Fits Your Organization: The Meyers-Briggs Type Indicator (MBTI) Inventory."

*Membership applications will be taken at the luncheon meeting. Annual fee is \$10.00 and membership is open to all state and municipal employees who have an interest in human resource development on personnel administration.*

*For more information on the November 29th meeting and IPMA membership, contact Debra Jodoin, Chair, Membership Committee, Office of Personnel Administration, 289 Promenade Street, Providence, RI 02908 - 277-2160.*

IPMA is a non-profit, educational organization established for the purpose of fostering and developing sound policies and practices in human resource administration. Primarily a membership organization, the Association coordinates research activities in personnel administration and fosters the career growth of individuals engaged in the human resource field.

Local IPMA Chapters have long played an important role in the growth and development of personnel administration and have been one of the most significant components of organizational strength in the IPMA.

At a recent organization meeting of the Rhode Island Chapter, the following slate of officers was elected:

Ron Clare, President; Fred Colonies, President-Elect; Ray Benoit, Past President; Michelle O'Brien, Treasurer; Denise LePage, Secretary; Debra Jodoin, Chair, Membership Committee; and Laura Kenerson, Chair, Program Committee.

Additional Executive Board Members include:

Ted Sheehan; Mary Armstrong, Beverly Dwyer, Richard Mancini, Marie McGlynn, Dolores Lefasseur, and Gerry Connors.

## COALITION FOR GENDER PARITY TO HOLD SEMINAR

The Coalition for Gender Parity will sponsor a seminar December 2, 1989 at the Arnold Conference Center in Cranston on the importance of women becoming involved in politics. Guest speakers will include Representative Claudine Schneider and other women in public positions.

For information call the Gender Parity Hotline at 277-6107.

## THE R.I. EMPLOYEE ASSISTANCE PROGRAM



### A FRIEND IN NEED

The R.I. Employee Assistance Program (RIEAP), a free service available to all State employees and their dependents, is a highly confidential, professional source of help for persons needing information, assessment and referral to counseling or treatment resources throughout Rhode Island.

Nearly 1000 persons sought help from RIEAP last fiscal year. Of these, 218 sought help for chemical dependency.

If you or a member of your family has a drug problem, we urge you to contact RIEAP. If a co-worker is using illicit drugs, we urge you to encourage him/her to call RIEAP. Let's all do our part to achieve a drug-free workplace in Rhode Island State Government.

To contact RIEAP call 828-9560 or TOLL FREE 1-800-445-1195.

Office Locations:

- 33 College Hill Road, Warwick
- 8 Summer Street, Pawtucket
- Marquette Plaza Building, Woonsocket
- Aquidneck Medical Center, Newport

## PERSONNEL STUDY UPDATE



The Statewide Personnel Study commenced last year and reported in the pages of *PRIDE* is now entering its final stage. The project staff has received over 13,000 job description forms from employees, and these questionnaires have been reviewed in detail by the consultant/state staff.

Every kind of work in the classified service has been described in detailed task statements and entered in a computerized task bank, and approximately 35,000 short task statements are now part of the computer records.

The task statements have been organized into about 300 job families which will be the basis for task analysis questionnaires. Employees and supervisors filling out these questionnaires will check off the importance, frequency and aspect of each task they perform on their job. When the questionnaires are received, they will be entered directly into the computer where they will be available for immediate use to develop promotional examinations, training programs and other personnel functions.

In the meantime, job information files consisting of position descriptions, desk audit information, lists of task statements and job specifications will be used by teams of state staff personnel working with consultants to evaluate all position classes in state service. An equitable, objective point factor job evaluation system will be used to establish the relative value of each class.

Since the purpose of the study is to establish an up-to-date, fair, and equitable job related personnel system, a pay study of employers in the private sector is being completed so that internal and external pay relationships can be considered when recommending a new classification and pay plan for adoption by the State.



## SOUTHWORTH TESTIFIES AT 10<sup>th</sup> AMENDMENT HEARING



Rhode Island Personnel Administrator and NASPE President Bradford Southworth, testifying on behalf of the association at a recent hearing on states' rights, detailed the financial and administrative burdens that federal legislation has placed on the states in order to comply with Section 89 of the Internal Revenue Code, the Drug-Free Workplace Act, Fair Labor Standards Act letter rulings, and COBRA.

Other topics of discussion included the impact of the loss of federal money on the states, specific examples of federal legislation that has had an adverse impact on the states, and a means for changing the U.S. Constitution to address state issues. Attendees at this conference included many state legislators, New York City Mayor Ed Koch, and Massachusetts State Senator Paul White.

Southworth said that the hearing, which was sponsored by The Council of State Governments and the U.S. Advisory Commission on Intergovernmental Relations, was "a good opportunity for NASPE to be in a forum of state officials ... and to have them hear from a practitioner" the impact that this type of legislation has on state administrative officials. Southworth said that many of the state legislators he talked with at the hearing were not aware of the adverse administrative and financial burdens that had been placed on the states.

This conference, formally titled "Restoring Balance in the Federal System: Constitutional, Legislative and Educational Options," addressed issues raised by two Supreme Court decisions affecting states' rights. The 1985 *Garcia* decision requires state and local governments to comply with the Fair Labor Standards Act of 1938 (FLSA). The 1988 *South Carolina* decision went one step further when the Supreme Court held that there is no consistent constitutional rule of protection for the states. In effect, this means that states must defend their interest on a case-by-case basis through the political process.

### Southworth Gives Testimony on Intergovernmental Mobility Program

In an other matter, the U.S. House of Representatives Committee on Post Office and Civil Service, Subcommittee on Human Resources, invited NASPE President Bradford Southworth to testify at their hearing on the Intergovernmental Personnel Act (IPA) recently in Washington, D.C. Subcommittee Chairman Representative Paul Kanjorski (PA) said he invited Southworth to speak because of NASPE's "expertise and an institutional knowledge of the administration and implementation of the IPA mobility program."

The mobility program of the IPA involves the interchange of employees between the federal government and other governmental bodies (i.e., state, local, county governments). The federal government "loans" an employee, under certain conditions, to the other governmental body, often for special projects.

The Subcommittee on Human Resources was interested in Southworth's testimony on the program's utilization and the state need for the program. He also gave an assessment of the benefits and problems that have resulted from this program.

## ACI INDUSTRIES A BOON TO STATE AGENCIES WITH PINCHED BUDGETS

Every state agency has them — little jobs that need to be done but are too small to be contracted-out, and too big to be done in-house. Shabby and broken office furniture — a new coat of paint to spruce-up the outer office — moving those dead file cabinets to basement storage — printing that long overdue brochure or report — a new sign for your agency building — or a new pair of drapes for the boss' office. Now you can get these and similar jobs done at bargain-basement prices.

If you have done business with Rhode Island Prison Industries recently, it won't come as a complete surprise to learn that they offer some of the best deals in town. On-the-job training inside the prison is preparing inmates for employment upon release. At the same time, they are manufacturing products and providing services which save the taxpayer hundreds of thousands of dollars each year. Here's how.

The Prison Industries Unit, part of the Department of Corrections, Adult Correctional Institutions, is organized on the model of a small holding company. It includes ten separate factories or shops conducting business inside the secure facilities of the ACI. Skilled civilian Shop Supervisors train inmates and manage production.

The Unit operates a Rotary Fund, and earned revenue pays the salaries of the staff and over three hundred inmates. It also buys raw materials and supplies for everything from license plates to draperies; presses and equipment for two print shops; fabric for upholstery and refinishing of furniture; component parts for new furniture; parts for the auto body shop; inmate uniforms; and signs for our roads and buildings.

Because it is almost entirely self-supporting, Prison Industries saves what it would cost to program and train three hundred inmates each day. In addition, State Agencies, cities, towns, and non-profit organizations, our only eligible customers, pay less and are guaranteed satisfaction. And, free pick-up and delivery comes with the job!

Another component of Prison Industries provides services with crews of Minimum Security inmates. Moving and Paint crews work outside the Institution daily, serving the needs of various organizations at substantial savings. Litter crews on the highways save the State an enormous amount of money by keeping our highways clean. The State Records Center is systematically transferring thousands of documents onto microfilm, utilizing a crew of Maximum Security female inmates.

The primary goal of Prison Industries is rehabilitation. Each day, more adults are received into the ACI. Forty percent of them have never held a job. Generally, they have no job skills or work ethic. Many need to acquire basic life and literary skills before they can be trained to do a job. They need to learn how to follow direction, show up to work on time, stick to their task and work cooperatively with their colleagues.

By placing people in real work settings with real expectations, Prison Industries is helping to prepare them for the world of work. For each person who returns to a community prepared to be a productive tax-paying citizen, the State saves approximately thirty thousand dollars a year, and receives taxes as well.

Could your agency benefit from doing business with Prison Industries? The operation has become increasingly professional and business-like. Quality of products and workmanship is good. Customer satisfaction is guaranteed, and the price is right.

Why not give Prison Industries a try by calling 464-2134/3185 for more information, and get all those "little" jobs done.



# State Adds Managed Benefits Programs To Employee Health Care Coverage Package

Like any major employer, the State of Rhode Island is constantly looking for new ways of controlling health care costs without affecting your coverage benefits. In keeping with this commitment, the State this year has added a **second surgical opinion** program for employees enrolled in the Classic Blue plan and continues **The Managed Benefits Program** for those employees enrolled in the HealthMate plan from Blue Cross & Blue Shield of Rhode Island.

Because managed benefit programs are so effective in curbing health care costs, employer interest and participation in the programs has grown. Today, there are 172,500 members enrolled in managed benefit programs in over 400 companies.

Instrumental to the success of managed benefit programs, is identification of alternatives to inpatient care. By singling out affordable medical treatment alternatives, inpatient admissions, one of the main reasons employee health care bills are so high, can now be reduced or, in some cases, even eliminated — **Advantage to State Employees: High quality care in the most appropriate setting for treatment... Advantage to the State: More coverage benefits for the health care dollar.**

By following simple managed benefit program guidelines, State employees assure that they will receive maximum benefit coverage.

## Getting the most from The Managed Benefits Program

The "key" to receiving your full coverage benefits under The Managed Benefits Program is to follow mandatory program requirements specific to your health care plan.

## Classic Blue and HealthMate Members

If you are enrolled in the Classic Blue or HealthMate plan from Blue Cross & Blue Shield of Rhode Island, you must obtain a **second surgical opinion** before you receive any of 15 specific surgical procedures listed below. If you

### Required Second Surgical Opinion Procedures

- |  |                                    |
|--|------------------------------------|
| • Back   | • Knee (Including Arthroscopy)     |
| • Cataract (eye)<br>w/wo lens implant          | • Myringotomy (Ear) w/wo tubes     |
| • Foot   | • Nasal                            |
| • Gall Bladder                                 | • Prostate                         |
| • Heart  | • Thyroid                          |
| • Hernia                                       | • Tonsillectomy &<br>Adenoidectomy |
| • Hip  | • Varicose Vein                    |
| • Hysterectomy/Oophorectomy<br>(Ovary removal) |                                    |

choose, you may even get a third opinion. Both second and third surgical opinions are covered in full when obtained from Blue Cross & Blue Shield Participating Second Surgical Opinion Consultants. Regardless of whether you obtain a second or third surgical opinion, the final decision for or against surgery is up to you.

To obtain a list of second surgical opinion consultants in your area, you need only call **The Managed Benefits Program Hotline Numbers: 272-5670 or Toll Free: 800-635-2477**. A Managed Benefits Advisor, a registered nurse and qualified professional, will happily assist you with meeting The Managed Benefits Program requirements as well as answer any medical questions you'd like answered.

**Remember: If you are a Classic Blue or HealthMate Plan Member, you must obtain a second surgical opinion before receiving any of the required second surgical opinion procedures. Failure to comply with the mandatory second surgical opinion requirement after October 1, 1989, will incur a co-payment of up to \$500.**

## HealthMate Members

If you are enrolled in the HealthMate plan, you are also required to obtain preauthorization for all elective inpatient admissions. An elective inpatient admission is a non-emergency admission for surgery that is recommended and scheduled by your physician(s) and consented to by you. (Note: Even if a recommendation for surgery occurs 24 hours in advance of your admission to a hospital or other facility, preauthorization is required.)

Preauthorization is also required for the following: home health care, visiting nurses, hospice, outpatient speech therapy, psychiatric day care and private duty nursing.

For maternity and emergency admissions, no preauthorization is required, but Blue Cross & Blue Shield of Rhode Island requires that you call The Managed Benefits Hotline within 24 hours of admission or as soon as reasonably possible.

The new managed benefits program benefit makes your health plan coverage even more comprehensive, further emphasizing the State's commitment to cost-efficient, high quality health care for its employees.

By following mandatory program requirements, you ensure that you'll not only be better informed about your personal health care decisions, but that you'll obtain the high quality care The Managed Benefits Program is designed to provide. For additional information on The Managed Benefits Program, call the State Employee Benefits Office or The Managed Benefits Program Hotline.



## NEW STATE VISITOR CENTER RECEIVES HIGH MARKS

The numbers are in, and the winner is ... RHODE ISLAND! The new Rhode Island Visitor Welcome Center, located off I-95 in Richmond, Rhode Island, reports that over 200,000 tourists have utilized the facility since its opening this spring.

The two-story, handicapped-accessible building features a manned information desk, restroom facilities, telephones, vending machines, picnic facilities, and easy on/off access from I-95.

In addition, the Center features a photographic exposition of Rhode Island's premier geographic, cultural and recreational resources, and changing cinematographic exhibits.

In his dedication ceremony remarks, Governor Edward D. DiPrete said, "The new year-round tourist information center proudly welcomes visitors to our state and is not only a valuable tourism resource for the number of visitors utilizing its state-of-the-art facilities, but also for our tourism professionals, in their continued efforts to guide travelers to the wealth of cultural and recreational opportunities our state has to offer."

The Welcome Center staff includes Manager, Mark Brodeur, Assistant Manager, Karen Laurienzo, and Tourism Counselors, Georgeanne Lima and Cynthia Stevens.

In addition to manning the facility and developing a statewide inventory of brochures, the staff prepared themselves for their jobs at the new center by taking regional familiarization tours.

"First hand knowledge of the state's attractions and accommodations is an important part of the center's information process," said David DePetrillo, Director of the Rhode Island Tourism Division.

"Having personally toured the state's diverse regions better prepared us to inform the visiting public and, given the overwhelming number of visitors that we have assisted in just a few short months, it was imperative that we get up to speed as quickly as possible. We have a first class facility here and it is up to us to represent the state in the best way possible," said manager Mark Brodeur.



The new Rhode Island Welcome Center, off I-95 in Richmond, RI.



I-95 Welcome Center Staff, (l-r), Cynthia Stevens, Tourism Counselor; Mark Brodeur, Mgr., Karen Laurienzo, Asst. Mgr., Georgeanne Lima, Tourism Counselor.



## FROM THE OFFICE OF THE GOVERNOR

### Executive Orders

No.	Date	Subject
89-17	7-20-89	Amends EO No. 87-17 regarding the reorganization of the Department of Business Regulations.
89-18	7-20-89	Directs agencies to state government to conduct a water use and need audit upon their premises, the results of which, are to be included in the Statewide Water Supply Analysis project.
89-19	8-30-89	Amends EO No. 89-2 changing the reporting date of the Water Resources Coordination Council to "on or before June 1990."
89-20	8-31-89	Orders the Commissioner of Higher Education to create a non-profit foundation called the Rhode Island Children's Crusade for Higher Education and prepare a program for third grade students to assist economically-disadvantaged children.

For more information or copies of Executive Orders, contact the Office of the Governor's Legal Counsel, Room 320, State House — 277-2080.

## SECA KICKS OFF DRIVE

The State Employees Charitable Appeal (SECA) kicked-off September 26, 1989 with a breakfast in the Governor's State Room.

Governor Edward D. DiPrete is the honorary chair of the appeal, and Robert J. Janes, Director of the Department of Business Regulations, is the campaign chair for the 1989 fund drive.

SECA is a charitable drive for State Employees only. Last year, 7000 state workers contributed \$458,000 to the appeal. SECA donations support the services of 250 health and human service agencies in Rhode Island and abroad. A variety of goals have been set for the 1989 appeal, including increasing the total number of donors to 7,500; increasing the number of employees who utilize payroll deduction to make their gift to 5,750; and raising a total of \$470,000.

### pRIde

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# Now, if you never have time to call us, there's no need to be alarmed.



**Weekdays 8am-6pm    Saturdays 9am-12pm**

We know how it is. Things can get pretty hectic during the week. So hectic, sometimes, that the last thing you've got time for is calling your health insurer.

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